Pre-Launch Project Checklist

Agency Name: _____**Project Name:** _____

Project Description:_____

Completed √

Public Announcement readiness has been approved _____
    Completed Briefing Document for e-MI Director _____
    e-MI Director and Agency PIO have review web site w/ SPM _____
    Pre-Launch Press Release has been created _____
    Launch/Live date has been determined w/concurrence of Governor's
        Communication Director and Agency PIO _____

Network Readiness Checklist has been approved _____
    Firewall configuration has been tested and verified _____
    Router configuration has been tested and verified _____
    Network Dispatcher Load Balancing has been tested and verified _____
    LAN/WAN Configuration / bandwidth has been tested and verified _____
    URL and Re-directs have been tested and verified _____
    Surf Aid logging and reporting has been tested and verified _____
    Application has been Stress Tested and test results were acceptable _____

Security Readiness Checklist has been approved _____
    Firewall Rules have been tested and verified _____
    COE has reviewed and tested the Application for Security Vulnerabilities _____
    SSL certificates have been activated and tested _____
    Web Server(s) hardening has been tested and verified _____
    Access control list has been verified _____
    Services running on web servers have been validated _____
    Application Security Checklist has been reviewed and verified _____
    Data protection requirements and security controls have been tested and
        verified (confidentiality and integrity) _____
    Access methods, logging, and controls have been tested and verified
        (Single Sign On and/or App. Level Security) _____

Technical Readiness Checklist has been approved _____
    Unit, Integration, and System testing has been successfully completed _____
    User Acceptance Testing (UAT) has been completed and approved _____
    Programmers Reference Guide has been completed _____
    Change Control Procedures have been developed and are documented _____
    Problem escalation procedures have been developed and are documented _____
    Data Conversion has been completed and the data has been validated _____
    Application compliance with SOM Technical Standards has been verified _____
    The system has been determined to be ADA Compliant _____
    Operational Turnover Plan has been completed and reviewed _____

Business Readiness Checklist has been approved _____
    User Training and Documentation has been completed _____
    Business Contacts - Primary and Backup Contact have been documented _____
    Service Level Agreement (SLA) has been approved _____
    Business Continuity Plan has been tested _____

Operational Readiness Checklist has been approved _____
    Operations Training and Documentation has been completed
- Operational instructions (backups) _____
- System admin responsibilities _____
- Archiving data procedures _____
- Error recovery procedures _____
- Contact list _____

    Disaster Recovery Plan has been developed, and tested _____
    Server Preparedness has been tested and verified _____
    Open Issue Reporting and Resolutions have been completed and documented _____
    Database Build has been verified and documentation has been completed _____
    All System related Naming Conventions have been determined to be standard _____
    The System Maintenance Plan has been developed _____

The pre-launch checklist has been completed:

_____

Project Manager   **Date**

_____

e-Michigan Office   **Date**